

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-01-18
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	8/30/01
2. MAJOR SUBDIVISION Bureau of Political-Military Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Plans, Policy, and Analysis (PM/PPA)		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE	ARCHIVIST OF THE UNITED STATES
		1-14-03	<i>John W. Paul</i>

**6. AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11/20/02	Margaret G. Peppas <i>Margaret G. Peppas</i>	Division Chief, A/RPS/IPS/PP

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See continuation pages.		

**BUREAU OF POLITICAL-MILITARY AFFAIRS (PM/PPA)**

**Office of Plans, Policy and Analysis**

**1. Small Arms/Light Weapons (SA/LW)**

a. File contains documents related to PM's role as interagency lead on SA/LW. File is arranged by subject and includes, inter alia: Interagency Working Group agendas and briefing papers; policy papers; strategy papers/guidance cables for various fora (e.g., OSCE, NATO Stability Pact, UN, and OAS). April 1999 to present.

Volume on hand:	two cubic feet
Growth:	one cubic foot annually

PERMANENT. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when 5 years old. Transfer to WNRC when ten years old. Transfer to National Archives when 25 years old. (New item)

b. Electronic copies produced on electronic mail and word processing systems.

TEMPORARY. Delete once recordkeeping copy has been produced. (New item)

**2. Critical Information Protection (CIP)/Information Security**

a. File contains documents drafted by PM and/or related to PM's role as lead on U.S. efforts re international outreach on CIP pol-mil/defense issues, as well as documents related to PM's lead on diplomatic efforts re information security. File is arranged by both subject and country and includes, inter alia: PM-drafted policy/strategy/briefing papers; papers and reporting cables related to bilateral consultations on CIP/information security, as well as consultations in various multilateral fora (e.g., UN, G-8). April 1999 to present.

Volume on hand:	two cubic feet
Growth:	one cubic foot annually

PERMANENT. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when 5 years old. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old. (New item)

b. Electronic copies produced on electronic mail and word processing systems.

TEMPORARY. Delete once recordkeeping copy has been produced. (New item)

### 3. Non-Lethal Weapons (NLW)

a. File contains PM-generated documents; primarily strategy papers, think pieces, and briefing memos, related to U.S. NLW policy. Arranged chronologically. April 1999 to present.

Volume on hand:	two cubic feet
Growth:	less than one cubic foot annually

PERMANENT. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when 5 years old. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old (New item)

b. Electronic copies produced on electronic mail and word processing systems.

TEMPORARY. Delete once recordkeeping copy has been produced. (New item)

### 4. Security Assistance Files

a. File contains information related to the expenditure of Security Assistance Funds. It includes notifications to Congress, memos authorizing the expenditure and apportionment of Foreign Military Financing funds and memos authorizing the expenditure and allotments of Peacekeeping Operations Funds. It contains memos authorizing the expenditure and apportionment of International Military Education and Training funds, the expenditure of economic support funds and documents pertaining to the FY budget formulation process. The files also contains documents related to FMF, PKO, IMET, E-IMET and Security Assistance policy, testimony from periodic congressional hearings and quarterly reports on countries sanctioned under 620(q) of the Foreign Assistance Act and under the Brooke Amendment. Arranged chronologically. April 1999 to present.

Volume on hand:	two cubic feet
Growth:	one cubic foot annually

PERMANENT. Cutoff at end of fiscal year. Hold in current file area for 5 years and then retire to the Records Service Center. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old. (New item)

b. Electronic copies produced on electronic mail and word processing systems.

TEMPORARY. Delete when recordkeeping copy has been produced. (New item)

### 5. Land Mine Policy

a. Recordkeeping copies. These files, arranged by subject, country, or organization, include telegrams, documents, memorandums, correspondence, reports, briefing materials, e-mail messages, drafts, policy papers, and other material. The files document U.S. policy regarding the use of land mines and the worldwide effort to ban their use.

PERMANENT. Cutoff at end of calendar year. Hold in current file area for 5 years and then retire to the Records Service Center. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old. (New item)

b. Electronic copies produced on electronic mail and word processing systems.

TEMPORARY. Delete when recordkeeping copy has been produced. (New item)

## **6. Defense Planning**

a. Recordkeeping copies. These files, arranged by subject, country, or organization, include telegrams, documents, memorandums, correspondence, reports, briefing materials, e-mail messages, drafts, policy papers, and other material. The files document PM/PPA's liaison responsibilities with the Pentagon including coordination of the preparation of several mandated reports and the development of policy on issues of mutual interest.

PERMANENT. Cutoff at end of calendar year. Hold in current file area for 5 years and then retire to the Records Service Center. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.  
(New item)

b. Electronic copies produced on electronic mail and word processing systems.

TEMPORARY. Delete when recordkeeping copy has been produced. (New item)

## **7. Defense Trade**

a. Recordkeeping copies. These files, arranged by subject, country, or organization, include telegrams, documents, memorandums, correspondence, reports, briefing materials, e-mail messages, drafts, policy papers, and other material. The files document the negotiation and development of overall policy regarding defense trade controls.

PERMANENT. Cutoff at end of calendar year. Hold in current file area for 5 years and then retire to the Records Service Center. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.  
(New item)

b. Electronic copies produced on electronic mail and word processing systems.

TEMPORARY. Delete when recordkeeping copy has been produced. (New item)